



FILING SUPPORT DOCUMENTS SUBSEQUENT TO THE INITIAL FILING

- STEP 1** Choose **Bankruptcy** from main menu
- STEP 2** Choose **Misc. Events** category
- STEP 3** Enter case number; click [NEXT]
- STEP 4** Select **Support** from drop down list; click [NEXT]
- STEP 5** If this is a joint filing, place a check in the box; click [NEXT]. If this is not a joint filing, click [NEXT] to skip this screen
- STEP 6** Select party; click [NEXT]
-  *TIP - If you have not been previously associated with the party in this case, place a check in the box to create the association.*
- STEP 7** Upload PDF file and any attachments; click [NEXT]
- STEP 8** Select the category to which your event relates. Enter **Brief** in the variable box; click [NEXT]
- STEP 9** Place a check in the box next to the appropriate event; click [NEXT]
-  *TIP - If only one event exists, CM/ECF will default with a check in the box.*
- STEP 10** Confirm case name and number; click [NEXT]
- STEP 11** Docket text appears; review for accuracy, modify if appropriate; click [NEXT]
-  *TIP - Text of docket entry cannot be modified from this screen. If modification is necessary, use [BACK] button on your browser.*

SAMPLE DOCKET TEXT

Brief in Support (related document:[7] Motion for Relief From Stay filed by

Creditor Sears) filed by Attorney1 Trenton on behalf of Hero Zero. (Trenton, Attorney1)

STEP 12 **Notice of Electronic Filing** displays.